Center for Educational Performance and Information

School Infrastructure Database New User Guide

End of Year 2024

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Questions:
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What is the SID?

The School Infrastructure Database is one of the data sets managed by the Center for Educational Performance and Information. CEPI is an office within the State Budget Office and is responsible for the collection and reporting of data about Michigan's kindergarten through 12th grade (K-12) public schools and students. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel and individual schools/facilities. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with intermediate school districts, local education agencies and public school academies.

The SID is designed to collect data about safety practices and incidences of crime in public schools/facilities. Data collected via the SID are used to meet reporting requirements of the federal *Every Student Succeeds Act of 2015*, replacing the *No Child Left Behind Act of 2001*, as well as state reporting requirements.

SID data are due to CEPI before the last business day in June at 11:59 p.m. of each year. These end-of-year data must be accurate as of the last day of the school year for the local districts, ISDs or PSAs. A school year is from July 1 to June 30.

Where do I Start?

Step One: Check the SID Web Page

The most up-to-date information regarding the SID submission is posted to the [SID web page](#) on the CEPI website. From the CEPI home page, click on "PreK-12 Applications" and then click on "School Infrastructure Database."

Reading the documentation provides basic knowledge of the SID submission. Be sure to print copies of the current Data Field Descriptions and any addenda. Reading these documents is essential for accurate data submissions.

Step Two: Create a MILogin Account (if needed) and subscribe to SID

To be an authorized SID user, you must have a MILogin account. Please do not create another MILogin account if you already have one. No user should need multiple MILogin accounts.

If you do not have a MILogin account, follow the link on the [CEPI web page](#) to the MILogin User Guide, which provides instructions on how to create a MILogin account and subscribe to applications.

Step Three: Complete the CEPI Security Agreement

Security forms are found on the [CEPI Application Security Forms web page](#).

Complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. The security form can be emailed or faxed to CEPI.

Please do not email AND fax your security form to CEPI. Doing so slows the approval process.

Step Four: SID Data Field Descriptions

Be sure to review the current SID Data Field Descriptions and any addenda that have been posted to the "Manuals" section of the SID web page.

How do I submit data to the SID?

Data are submitted via the SID online application or through a bulk upload file online. Data must conform to specifications in the SID Data Field Descriptions and any addenda. Files submitted through the bulk upload must also conform to the specifications in the SID Record Layout.

These documents may be found through the CEPI web page. Click on "PreK-12 Applications" and then click on "School Infrastructure Database." The SID Record Layout is in the "Technical Material" section of the page.

Where do I find help?

User Support Materials

User support materials are available on the SID web page under the heading "Help and Training." Users will find the SID User Guide, Frequently Asked Questions and other helpful documents. The SID Worksheet has been provided for districts to use in gathering data for the SID. Districts are encouraged to utilize the worksheet throughout the school year so that data are available for each district's SID submission, due by the last business day of June of each year. All data must be submitted through the SID application.

CEPI Customer Support

For application concerns and questions concerning your account and/or password, please email CEPI customer support at cepi@michigan.gov. Email provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If email is not an option, you may contact CEPI customer support at 517-335-0505 x3. Please include your name, district code and district name, telephone number (including area code and extension), email address, CEPI application name, and your specific question(s).

MILogin Account and Password Resets

If you cannot remember your MILogin account ID or password, please go to the MILogin web page and use the "I forgot my Password," or "I forgot my Login Name" links. If this fails, you can contact CEPI customer support at 517-335-0505 x3. Please include your name, district code and district name, telephone number (including area code and extension), email address, CEPI application name, and your specific question(s).